



QAI Job Number: QAI-PMDW-PHL041423
JOB TITLE: Junior Project Technologist
JOB TITLE: Project Manager (Computer Simulated Thermal modelling) and Report Writer (Full-time Contractor)
LOCATION: Philippines, Remote (Reporting to North America Office)
NUMBER OF POSITIONS: 1
CATEGORY: Fenestration (Doors and Windows) – Testing, Inspection and Certification
POSTING DATE: Immediate
CLOSING DATE: Open until filled

BACKGROUND:

Founded in 1994 by a group of experienced certification and testing experts, QAI is an independent third-party testing, inspection and certification organization which serves the building, technology, and construction industries (among others) with cost effective solutions through our in-house capabilities / services, and an established world-wide network of qualified affiliates. The QAI name and logo have become well recognized throughout the Certification world resulting in steady growth of our Certification, Testing, and Inspection business streams.

QAI is currently seeking a Project Manager to support the fenestration division at our Burnaby, BC location. This role involves thermal modeling using computer simulation software and report writing of doors and windows in accordance with the energy performance standards.

DUTIES: The successful candidate will as a minimum:

- Perform thermal modeling of doors and windows for energy performance and other fenestration systems using computer simulation method.
- Proficiently use AutoCAD software to create and modify detailed drawings and plans for projects, ensuring accuracy, consistency, and adherence to project requirements. Prepare and review reports and drawings relating to a variety of fenestration products to determine compliance with the nationally recognized (North American) codes, standards, or regulations.
- Review building codes, identify product requirements, write test plans, evaluate construction products to code requirements, and write concise evaluation reports.
- Assist clients with determining the applicable requirements for their products and/or the evaluation needed to validate compliance when a product is modified.
- Perform product inspections and product sampling at client sites which may involve travel throughout Asia.
- Become familiar with and comply with the QAI quality system and administrative procedures.
- Be able to write and review concise, objective, and informative reports and documents.
- Be able to interact effectively and professionally with customers and colleagues, as required.
- Ability to work unsupervised remotely and self-motivated during regular Vancouver, BC business hours (PST).
- Provide support to the QAI sales team.
- Work independently as well as in cross-functional teams with a pro-active approach and being self-motivated.
- Participate in an energetic diverse team with a can-do attitude.
- Other duties assigned by the manager or his/her designee.

QUALIFICATIONS: The successful candidate will:

- Have a Engineering degree from an accredited Institution in a relevant field: Mechanical, Architectural Civil, Building Technology or anything related to building science and construction industry.
 - The following subject areas of education are beneficial: building plan reviewing, building science, home inspections, material, or mechanical engineering.
- Fluency in English both written and verbal is essential.



- Experience with onsite construction.
- Able to read and understand technical drawings and write technical reports in English using technical terminologies pertaining to the industry.
- Possess the ability to read, understand, and apply technical standards towards product certification, testing, and inspection projects.
- Knowledge of the Canadian and/or US building codes and referenced nationally recognized standards is a benefit.
- ***Recent graduates are welcome to apply. Experience with construction methods and building science would be a plus.***
- Previous experience with construction materials and construction practices in North America is a benefit.
- Possess superior MS Word and Excel skills, be proficient with Email and Adobe Acrobat.
- Be personable, friendly, and able to explain code and regulatory requirements to clients both verbally and written in English.
- Be self-motivated, detail oriented, and eager to learn.
- Work well in a team environment.
- Hold a valid driver's license.
- Hold a valid passport or be able to obtain a valid passport to gain access to the USA, Canada, and other international destinations.

Key Technical Competence:

- Practical knowledge in the areas of expertise.
- Able to provide technical guidance on requirements in testing, inspection, and/or certification in their relevant field of expertise.
- Able to evaluate necessary requirements for testing, inspection, and/or certification and develop timelines which meet the needs of the client and QAI.
- Able to meet expected timelines and grasp the concept of prioritization.
- Able to multi-task and coordinate many activities across multiple departments, teams, and locations within the organization.
- Able to identify the relevant conformance to test, inspection, and/or certification criteria and communicate this to clients and throughout the organization.

ADDITIONAL QUALIFICATIONS:

- Able to work from 8:00 AM to 4:30 PM Pacific Standard time (Vancouver, Canada).
- Ability to adapt to the North American work culture.
- Must hold a valid passport, or be able to obtain a valid passport, and must be able to travel to the US, Canada and other international destinations.

ADDITIONAL ASSETS INCLUDE:

- Experience working within an ISO quality control system.
- Familiar with the National and International building, plumbing, gas, and electrical codes.
- Other languages are an asset.

Join our Team! *Learn, Develop, Grow!*

At QAI, you will have the opportunity to put your aptitude, experience, knowledge, and desire to learn to the test. We make a difference in people's lives through the work we do as a top-notch Product Testing, Certification, and Inspection body whilst providing rewarding careers for our employees.



APPLYING:

QAI Laboratories are committed to the long-term success of our employees.

Interested? Please submit your resume and cover letter to careers@gai.org.

Note: Applications will only be accepted when emailed in MS Word or PDF format and must have a job-specific cover letter. Please be sure to include the QAI job number, QAI-PMBP- PHL041423, and your salary expectations in the subject line of your email.
